



ROBERT BENTLEY  
GOVERNOR

STATE OF ALABAMA  
**DEPARTMENT OF MENTAL HEALTH**  
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JAMES V. PERDUE  
COMMISSIONER

**ANNOUNCEMENT OF INTENT TO FILL A NON-MERIT POSITION**  
**EQUAL OPPORTUNITY EMPLOYER**

**JOB TITLE:** Community Services Specialist IV **NUMBER:** 16-35  
**JOB CODE:** T4000 **DATE:** 10-07-2016  
**SALARY RANGE:** 78 (\$47,757.60 - \$72,686.40) **PCQ#:** 8813366  
**JOB LOCATION:** Department of Mental Health  
Region IV Community Services  
8476 US Highway 231  
Wetumpka, Alabama 36092

**MINIMUM QUALIFICATIONS:** Master's degree in Social Work, Psychology, or a Human Service field, plus extensive experience (72 months or more) in a human service field, including experience (24 months or more) working specifically with persons with intellectual and/or developmental disabilities in a community setting and experience (24 months or more) in a supervisory or administrative capacity.

*Human services field includes the following disciplines: Social Work, Psychology, Criminal/Juvenile Justice, Special Education, Sociology, Speech Education, Rehabilitation, Counseling, Speech Pathology, Audiology, Nursing, Physical or Occupational Therapy, and any related academic disciplines associated with the study of Human Behavior, Human Skill Development, or Basic Human Care Needs*

**KIND OF WORK:** This is a highly responsible professional position in a Regional Community Services office within the Alabama Department of Mental Health. The employee in this position will be responsible for coordination of Medicaid waiver processes, monitoring waiver services provision, training, consultation and technical assistance to community services providers and other agencies pertaining to completion of assessments and additional training related ADIDIS programs, processing new waiver applications and redeterminations, monitoring community living alternatives, assisting with reviewing Requests for Regional Action for recommendations, processing, and attending Special Team meetings as assigned by the Regional Community Services Director (RCSD). Other duties include conducting investigations of serious incidents, maintaining knowledge of local, State and Federal funding sources, and serves as Region IV Community Services staff on-call on a rotating basis. Work is performed under the general supervision of the RCSD and is reviewed for program effectiveness.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:** Knowledge of community service agencies in relation to people with I/DD. Knowledge of clinical dynamics of persons with I/DD. Knowledge of state, local, and federal funding sources and regulations. Knowledge and ability to analyze

data and develop plans for program development. Ability to communicate effectively, both orally and in writing. Ability to organize, plan and implement work in an independent manner. Ability to establish and maintain positive relationships with individuals, families, agency representatives, and the general public. Ability to provide guidance and support to individuals, families, and community providers. Ability to effectively intervene in crisis situations. Ability to provide training and technical assistance in the area of expertise. Ability to effectively supervise professional staff and coordinate with community providers. Ability to understand and interpret appropriate standards, policies and regulations. Ability to organize, plan and implement work in an independent manner, with intermittent general or administrative supervision.

**METHOD OF SELECTION:** Applicants will be rated on the basis of an evaluation of their education, training, and experience and should provide adequate work history identifying experiences related to duties and minimum qualifications as mentioned above. All relevant information is subject to verification. Drug screenings and security clearance will be conducted on prospective applicants being given serious consideration for employment and whose job requires direct contact with clients.

**HOW TO APPLY:** Use an official application for Professional Employment (Exempt Classification) which may be obtained from this office, other Department of Mental Health Facility Personnel Offices, or visit our website at [www.mh.alabama.gov](http://www.mh.alabama.gov). **Only work experience detailed on the application will be considered.** Additional sheets, if needed, should be in the same format as the application. Resumes will not be accepted in lieu of an official application. Applications should be returned to Human Resource Management, Department of Mental Health, P.O. Box 301410, Montgomery, Alabama 36130-1410 or RSA Union Building, 100 North Union Street, Montgomery, Alabama 36104. Copies of License/Certifications should be forwarded with your application. An official copy of academic transcripts is required and must be forwarded by the school, college, or university to the personnel office at the above address.

**DEADLINE: October 21, 2016**